

Minutes

Steering Committee Meeting

Tuesday, June 15, 2004

1:30- 2:45

33 Hazen Drive, 1st Floor Conference Room

Meeting called by:

Peter Croteau

Type of meeting:

Scheduled Monthly Meeting

Facilitator:

Dennis Roffman

Note taker:

Brian Smith

Attendees:

Brian Smith – OIT

Kelly Michael – DMV

Teresa Williams – Town of Wakefield

Brian Lumbert – OIT

Dennis Roffman – OIT

Peter Croteau – OIT

Glenn Ott – BearingPoint

Rachel Henderson – BearingPoint

Joan Porter – City of Manchester

Craig Dudley – S&CSI

Larry Bridgen – DMV

Pat Harte – City of Manchester

Linda Farrell – DOS

Jim Bronson – OIT

Priscilla Vaughan – DMV

Betty Ramspott – Sunapee

Mary Kurkjian – BearingPoint

Tony Schaffer – City of Manchester

Agenda Topics

I. Third Party Software Problems	Dennis
<ul style="list-style-type: none"> For the last 4 weeks there has been a problem with connection to the Main Frame System. Resolved on Friday 6/11/04, but incurred a delay to the schedule. 	
II. Project Schedule	Dennis
New project schedule reflects recent delays due to Third Party Software. Currently analyzing risk to determine if we should extend schedule.	
III. Communications	Dennis
<ul style="list-style-type: none"> Various stages of progress with each of the 6 to 8 cities/towns who have contacted us regarding the Municipal Agent Technical agreement. The May, 2004 City and Town Clerks newsletter highlights the impact of the new MAAP System and provided information on connectivity. The State has requested a schedule from the XML Interface developers to determine their plans for the upcoming certification. Director Beecher has distributed a letter to town clerks addressing previous questions. 	
IV. Major Core Activities	Rachel/Glenn
<ul style="list-style-type: none"> Integration/Performance testing has been delayed. Fail over testing and performance testing will start next week. UAT has been delayed. Test scripts and data are being constructed to support UAT. Help and training documents are in progress and being received by the users. 	
V. UAT Scenarios	Kelly/Priscilla
<ul style="list-style-type: none"> Scenarios are being created and reviewed by the DMV Title and Registrations. Financial scenarios have not been created. Report scenarios have not been created either. 	
VI. Implementation Activities	Brian
<ul style="list-style-type: none"> Two parts to DOS PC Rollout: 1) Replace dumb terminals 2) Upgrades to existing PCs Image for machine is being built. The plan is to rollout in July, 2004. Training schedule must change to accommodate new date for MAAP application. Sent contracts to online Towns and are waiting for a response by August 15, 2004. 	
VII. OIT Activities	Jim
<ul style="list-style-type: none"> A New Web Site has been released for MAAP XML Vendor Site. The MAAP Certification Server is up. Access has been requested but no schedule has been created. 	

- The available data will be published for review to determine report output.
- Data Extracts in progress.
- Working to integrate OIT reports with menu.
- Safety OIT will work to provide all data requested by customers.

VIII. Citizen registration Renewal (COMPASS)	Pete
<ul style="list-style-type: none">• Four Towns on line with 19 transactions in 3 weeks• Phase II planned for October, 2004 time frame.	

Next Meeting: Hazen Drive, July 20, 1:30 PM